

Overview

This user guide shows how to search for SJSU training course sessions and how to enroll in a training session. There are four ways to search for a training course and session, by:

- Course Name
- Course Number
- Category
- Date

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Login to MySJSU

To login to MySJSU:

1. Navigate to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click the **MySJSU SIGN IN** button.



Quick Links

- [Class Search](#)
- [Browse Catalog](#)
- [My Password/Sign In Help](#)
- [System Downtime](#)

MySJSU SIGN IN

ABOUT MYSJSU

MySJSU is for current and former students, applicants for admission, job applicants and all SJSU employees.

NEWS, EVENTS & ANNOUNCEMENTS

Contact Us

MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.

The Login page displays.

3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name, SJSU ID, date of birth and/or address for verification.

ORACLE
PEOPLESOFT ENTERPRISE

SJSU ID:

Password:

Sign In

Search by Course Name

The Main Menu displays.

1. From the **Main Menu**, navigate to **Self Service > Learning and Development > SJ-Enroll in Training Classes**.

The Enroll in Training Classes page displays.

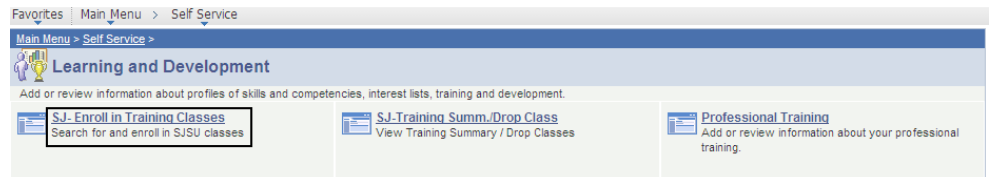
2. Click the **Search by Course Name** hyperlink.

The Request Training Enrollment Course Search page displays.

3. Enter the name of the course you wish to search for.

4. Click the **Search** button.

Note: The search field is case sensitive.



The screenshot shows a web browser window with the following content:

- Navigation: Favorites | Main Menu > Self Service
- Breadcrumbs: Main Menu > Self Service >
- Section Header: Learning and Development
- Text: Add or review information about profiles of skills and competencies, interest lists, training and development.
- Buttons:
 - SJ-Enroll in Training Classes** (highlighted with a black box): Search for and enroll in SJSU classes
 - SJ-Training Summ./Drop Class: View Training Summary / Drop Classes
 - Professional Training: Add or review information about your professional training.

Enroll in Training Classes

Search for and enroll in SJSU training classes.

[Search by Course Name](#)

[Search by Course Number](#)

[Search by Category](#)

[Search by Date](#)

[View Training Summary/Drop Classes](#)

Request Training Enrollment Course Search

Search by Course Name.

Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name:

[Return to Enroll in Training Classes](#)

The Course Search Results page displays.

- For information about the course, click the **Course Detail** button.

The Course Detail page displays.

Note: Use the back button on your browser to return to the search results.

(See **Field Descriptions** below.)


[Request Training Enrollment](#)

Course Search

Search by Course Name.

Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name:

Description	Category	Subcat	Course Number	
 Campus History Tour	HR	CAMPUS	TRCR17	View Available Sessions

[Return to Enroll in Training Classes](#)

[Request Training Enrollment](#)

Course Detail

Campus History Tour

Course Code: TRCR17

Audience: None

Description: This is an opportunity to walk around the campus and learn the history of SJSU, how it came to be in San Jose in 1870, interesting facts about the buildings and events that have happened in the past 152 years. Wear comfortable walking shoes and meet outside the entrance to Clark Hall.

Prerequisites: None

[Search for another course](#) Use the back button on your browser to view your most recent search results.

Field Description List: Course Detail Page (above)

Field Name	Description
Course Code	The numerical code for the course.
Audience	The audience the course is intended for.
Description	A description of the course.
Prerequisites	Any prerequisites for the course will be listed here.

The Course Search Results display again.

- To view the available sessions for a particular course, click the **View Available Sessions** hyperlink.

The Session Instructions page displays.

- Click the hyperlink of the session you wish to enroll in.

(See **Field Descriptions** below.)

**Request Training Enrollment
Course Search**

Search by Course Name.
Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name:

Description	Category	Subcat	Course Number	
Campus History Tour	HR	CAMPUS	TRCR17	View Available Sessions

[Return to Enroll in Training Classes](#)

Request Training Enrollment

TRCR17 Campus History Tour

Session Instructions

Sort By:

03/12/2012						
Session	Location	Start Time	Duration		Open Seats	Waitlisted
0009	Entrance of Clark Hall	12:00PM	1.0	hours	21	0

05/10/2012						
Session	Location	Start Time	Duration		Open Seats	Waitlisted
0010	Entrance of Clark Hall	12:00PM	1.0	hours	30	0

[Return to Course Search](#)

[Return to Request Training Enrollment](#)

Field Description List: Session Instructions Page (above)

Field Name	Description
Session	The session number of the course.
Location	The location where the session will be conducted.
Start Time	The time the session will begin.
Duration (Hours)	The length of the session in hours.
Open Seats	The number of open seats for the session.
Waitlisted	The number of people who are waitlisted for a full session.

The Session Detail page displays.

- If you wish to be enrolled in the session, click the **Enroll** button.

(See **Field Descriptions**, below.)

[Request Training Enrollment](#)

Session Detail

Student Name

Course: TRCR17 Campus History Tour

Session: 0010

Start Date: 05/10/2012

End Date: 05/10/2012

Duration: 1.0 hours

Prerequisites: None

Session Schedule

Date	Start Time	End Time	Location
Thursday 05/10/2012	12:00PM	1:00PM	Entrance of Clark Hall

Click 'Enroll' to be automatically enrolled in this session

[Return to Request Training Enrollment](#)

Field Description List: Session Detail Page (above)

Field Name	Description
Course	The numerical code and long title of the course.
Session	The number of the course session.
Start Date	The date the session will begin.
End Date	The date the session will end.
Duration (Hours)	The length of the session in hours.
Prerequisites	The prerequisites for the course session.

An Enrollment Confirmation Displays.

This will be the only enrollment confirmation you will receive. Make note of the enrollment detail of the course and then click **OK**. This will bring you back to the page if you want to enroll in another training session.

The Enroll in Training Classes page displays.

Request Training Enrollment Enrollment Confirmation



This is the only enrollment confirmation you will receive. If the Action below says Sessn Wait, you are on the waitlist for this session and will be notified if space becomes available.

Please make a note of the date and time of your training session(s).

Click OK to return to the Training Enrollment page. Click the SJSU Training Transcript hyperlink on that page to view a list of all your courses.

Empl ID: Student ID Student Name

Enrollment Detail			
Course:	TRCR17 Campus History Tour		
Session:	0010		
Start Date:	05/10/2012	End Date:	05/10/2012
Start Time:	12:00:00 PM	End Time:	01:00:00 PM
Location:	Entrance of Clark Hall		
Action:	Enrolled	Enrolled Date:	04/11/2012



Enroll in Training Classes

Search for and enroll in SJSU training classes.

[Search by Course Name](#)

[Search by Course Number](#)

[Search by Category](#)

[Search by Date](#)

[View Training Summary/Drop Classes](#)

Note: If you try to enroll in a session you are already enrolled in or a course you have already completed, a message will display that you are enrolled or that you have completed the course.

Request Training Enrollment

Session Detail

Student Name

Course: TRCR17 Campus History Tour
 Session: 0010
 Start Date: 05/10/2012
 End Date: 05/10/2012
 Duration: 1.0 hours
 Prerequisites: None

Session Schedule

Date	Start Time	End Time	Location
Thursday 05/10/2012	12:00PM	1:00PM	Entrance of Clark Hall

You are already enrolled in this session or completed the course.

[Return to Request Training Enrollment](#)

- Navigate to your training summary of Enrolled, Completed or Dropped courses if it needs to be viewed: **Self Service > Learning and Development > SJ-Training Summ./Drop Class.**

Training Summary

Student Name

View a summary of your training courses; drop courses you are currently enrolled in.

[Drop Selected Class\(es\)](#)

Internal Training				
Course Name	Course Start Date	Course End Date	Status	Drop Class?
Campus History Tour	05/10/2012	05/10/2012	Enrolled	<input type="checkbox"/>
Staff Workplace Violence Trng	05/24/2011	05/24/2011	Completed	
CalPERS Retirement Seminar	11/16/2006	11/16/2006	Completed	
Absence Management Timekeeping	07/31/2006	07/31/2006	Completed	
Introduction to HCM 8.9 WBT	07/26/2006	07/26/2006	Completed	
Processing Payroll	04/28/2005	04/28/2005	Sessn Wait	<input type="checkbox"/>
Writing Position Descriptions	10/25/2004	10/25/2004	Completed	
Preventing Discrimination	10/14/2003	10/14/2003	Cancelled	
Hands-Off Admissions Overview	03/24/2003	03/24/2003	Completed	
Strategies for Setting Goals	05/29/2002	05/29/2002	Completed	
Performance Review - Employees	05/02/2002	05/02/2002	Completed	
Annual Performance Review	03/07/2002	03/07/2002	Completed	
Web Requisitions	06/22/2001	06/22/2001	Completed	
Web Requisitions	05/21/2001	05/21/2001	Cancelled	
Introduction to PS Finance	05/03/2001	05/03/2001	Completed	

Search by Course Number

The Main Menu displays.

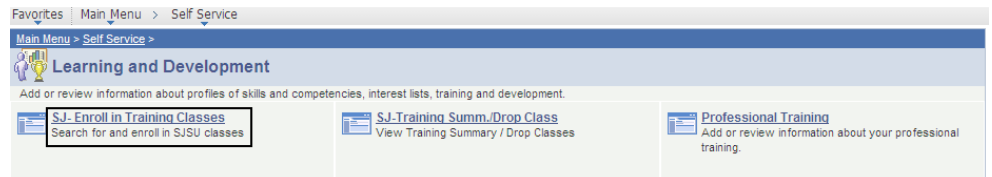
1. From the **Main Menu**, navigate to **Self Service > Learning and Development > SJ-Enroll in Training Classes**.

The Enroll in Training Classes page displays.

2. Click the **Search by Course Number** hyperlink.

The Request Training Enrollment Course Search page displays.

3. Enter the **Course Number** of the course you wish to search for.
4. Click the **Search** button.
Note: The search field is case sensitive.



Enroll in Training Classes

Search for and enroll in SJSU training classes.

[Search by Course Name](#)

[Search by Course Number](#)

[Search by Category](#)

[Search by Date](#)

[View Training Summary/Drop Classes](#)

Request Training Enrollment Course Search

Search by Course Number.

Enter a course number and click the Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number:

[Return to Enroll in Training Classes](#)

[Go back to previous page](#)

The Course Search Results page displays.

5. Follow the steps described in the **Search by Course Name** search.


Request Training Enrollment

Course Search

Search by Course Number.

Enter a course number and click the Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number:

Course Number	Description	Category	Subcat	
FIN008	 CSU Fin Data Warehouse	CMS	FINANCE	View Available Sessions

[Return to Enroll in Training Classes](#)

Search by Category

The Main Menu displays.

1. From the **Main Menu**, navigate to **Self Service > Learning and Development > SJ-Enroll in Training Classes**.

The Enroll in Training Classes page displays.

2. Click the **Search by Category** hyperlink.

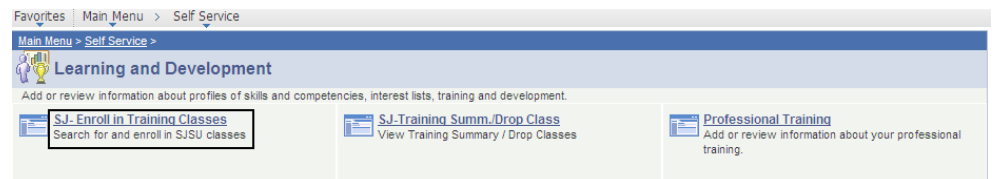
Note: There are 8 categories:

- AT
- ATI
- CMS
- HR
- HRMPP
- HRWL
- PROCURE
- UNKNOWN

The Request Training Enrollment Course Search page displays.

3. Enter the **Category** of the course you wish to search for.
4. Click the **Search** button.

Note: The search field is case sensitive.



The screenshot shows the 'Learning and Development' section of the 'Self Service' portal. It includes a breadcrumb trail: 'Main Menu > Self Service > Learning and Development'. Below the header, there are three main navigation options: 'SJ-Enroll in Training Classes' (highlighted with a black box), 'SJ-Training Summ./Drop Class', and 'Professional Training'. The 'SJ-Enroll in Training Classes' option has a sub-link 'Search for and enroll in SJSU classes'.

Enroll in Training Classes

Search for and enroll in SJSU training classes.

[Search by Course Name](#)

[Search by Course Number](#)

[Search by Category](#)

[Search by Date](#)

[View Training Summary/Drop Classes](#)

Request Training Enrollment Course Search

Search by Category:
Enter a Category and click the 'Search' button to get a list of matching courses. Leave the Category blank to get a list of all courses. The following categories currently exist: AT, ATI, CMS, HR, HRMPP, HRWL, PROCURE and UNKNOWN

Category:

[Return to Enroll in Training Classes](#)

The Course Search Results page displays.



5. Follow the steps described in the **Search by Course Name**.

Request Training Enrollment

Course Search

Search by Category.
Enter a Category and click the 'Search' button to get a list of matching courses. Leave the Category blank to get a list of all courses. The following categories currently exist: AT, ATI, CMS, HR, HRMFP, HRWL, PROCURE and UNKNOWN

Category:

Category	Subcat	Course Number	Description	
HR	CAMPUS	ALICE1	 A.L.I.C.E. - Active Shooter	No Sessions Available
HR	CAMPUS	CAMTR1	 Special Campus Tour	No Sessions Available

Search by Date

The Main Menu displays.

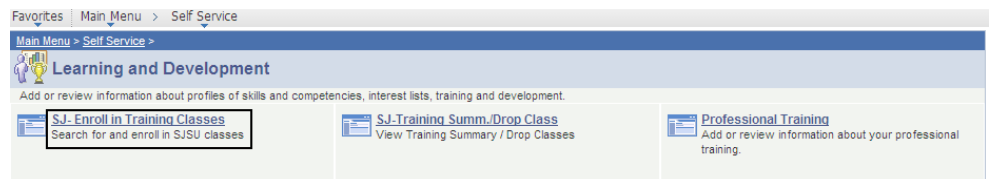
1. From the **Main Menu**, navigate to **Self Service > Learning and Development > SJ-Enroll in Training Classes**.

The Enroll in Training Classes page displays.

2. Click the **Search by Date** hyperlink.

The Request Training Enrollment Course Search page displays.

3. Enter the **Date** of the course you wish to search for.
4. Click the **Search** button.



The screenshot shows the 'Learning and Development' page. At the top, there is a navigation bar with 'Main Menu > Self Service > Learning and Development'. Below this, there is a sub-header 'Learning and Development' with a description: 'Add or review information about profiles of skills and competencies, interest lists, training and development.' There are three main sections: 'SJ-Enroll in Training Classes' (with a sub-link 'Search for and enroll in SJSU classes'), 'SJ-Training Summ./Drop Class' (with a sub-link 'View Training Summary / Drop Classes'), and 'Professional Training' (with a sub-link 'Add or review information about your professional training').

Enroll in Training Classes

Search for and enroll in SJSU training classes.

[Search by Course Name](#)

[Search by Course Number](#)

[Search by Category](#)

[Search by Date](#)

[View Training Summary/Drop Classes](#)

Request Training Enrollment Course Search

Search by Date.

Enter a date range and click the Search button to get a list of courses offered within that range. Leave the date fields blank to get a list of all available courses.

From: Through:

(example: 12/31/2000)

(example: 12/31/2000)

[Return to Enroll in Training Classes](#)

The Course Search Results page displays.

5. Follow the steps described in the **Search by Course Name**.

Request Training Enrollment

Course Search

Search by Date.

Enter a date range and click the Search button to get a list of courses offered within that range. Leave the date fields blank to get a list of all available courses.

From: Through:
(example: 12/31/2000) (example: 12/31/2000)

Start Date	Description	Category	Subcat	Course Number	
04/12/2012	Introduction to PASS	UNKNOWN	UNKNOWN	PASS	View Available Sessions
04/13/2012	Academic Advising for Depts	CMS	STUDENT	AA002	View Available Sessions
04/18/2012	Academic Advising for Depts	CMS	STUDENT	AA002	View Available Sessions
04/19/2012	Academic Advising for Depts	CMS	STUDENT	AA002	View Available Sessions
04/19/2012	CSU Fin Data Warehouse	CMS	FINANCE	FIN008	View Available Sessions
04/19/2012	FTS001 Web Requisitions	CMS	FINANCE	FTS001	View Available Sessions
04/19/2012	FTS002 Web Vouchers	CMS	FINANCE	FTS002	View Available Sessions
04/24/2012	CSU Fin Data Warehouse	CMS	FINANCE	FIN008	View Available Sessions
04/26/2012	Family Medical Leave (FML)	HR	CAMPUS	TRCR56	View Available Sessions
04/26/2012	ProCard & GoCard Reconcile	CMS	FINANCE	FIN903	View Available Sessions

[Return to Enroll in Training Classes](#)